

## NEW HIRE SCREENING powered by HIREtech

1. Select the link below:

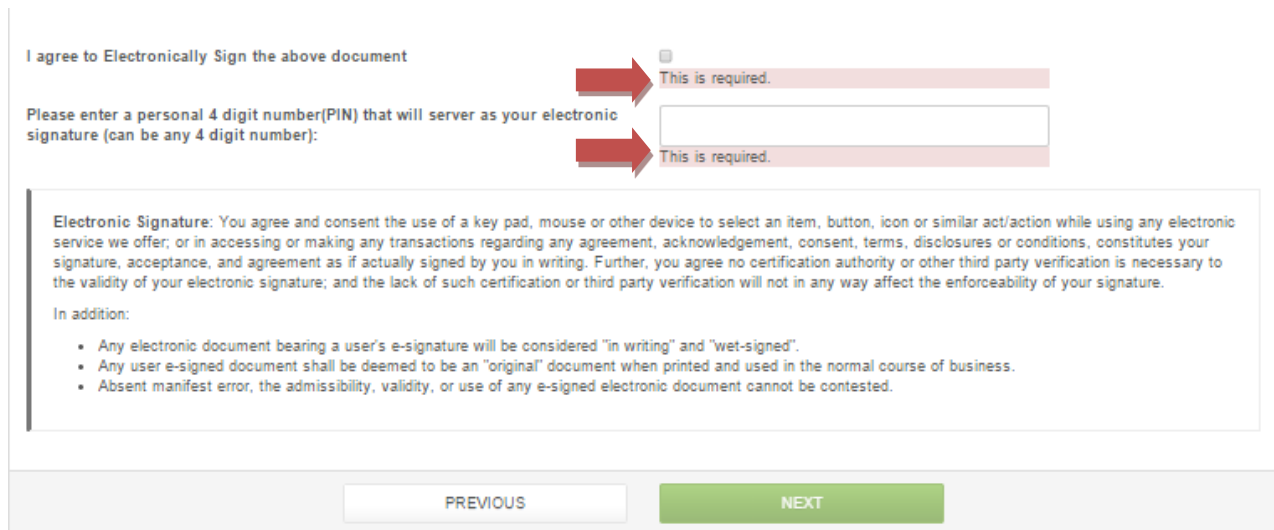
<http://newhire.hiretech.com/?employercode=20903&storeid=999>

2. Enter your Social Security Numbers (SSN) and click “Sign In”:



The image shows a form with three input fields for Social Security Numbers (SSN). The first field is labeled "SSN" and contains "###". The second field contains "##" and the third field contains "####". A red oval highlights these three fields. Below the fields is a green "Sign In" button.

3. Enter your personal information.
4. Answer all of the survey questions displayed.
5. If prompted, enter a four digit pin number of your choice to act as your electronic signature on the Form 8850 and select the box to “agree to electronically sign” (as seen below):



The image shows a screen with the following content:

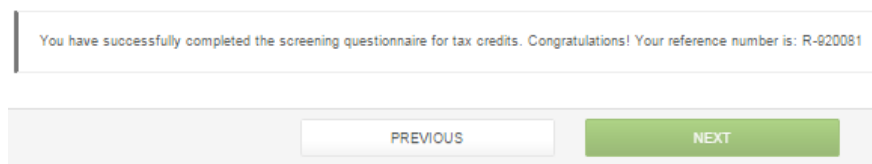
- A checkbox labeled "I agree to Electronically Sign the above document". A red arrow points to it with the text "This is required." below it.
- A text input field labeled "Please enter a personal 4 digit number(PIN) that will server as your electronic signature (can be any 4 digit number):". A red arrow points to it with the text "This is required." below it.
- A text box containing the following text:

**Electronic Signature:** You agree and consent the use of a key pad, mouse or other device to select an item, button, icon or similar act/action while using any electronic service we offer; or in accessing or making any transactions regarding any agreement, acknowledgement, consent, terms, disclosures or conditions, constitutes your signature, acceptance, and agreement as if actually signed by you in writing. Further, you agree no certification authority or other third party verification is necessary to the validity of your electronic signature; and the lack of such certification or third party verification will not in any way affect the enforceability of your signature.

In addition:

  - Any electronic document bearing a user's e-signature will be considered "in writing" and "wet-signed".
  - Any user e-signed document shall be deemed to be an "original" document when printed and used in the normal course of business.
  - Absent manifest error, the admissibility, validity, or use of any e-signed electronic document cannot be contested.
- At the bottom, there are two buttons: "PREVIOUS" and "NEXT".

6. You will be provided a reference number which you should copy and paste or write down in order to enter on the next page.



The image shows a screen with the following content:

- A text box containing the message: "You have successfully completed the screening questionnaire for tax credits. Congratulations! Your reference number is: R-920081".
- At the bottom, there are two buttons: "PREVIOUS" and "NEXT".

**PLEASE NOTE THAT YOU WILL NEED YOUR REFERENCE NUMBER IN ORDER TO PROCEED IN THE NEW HIRE PROCESS.**